



BUSINESS ACCOUNT UPDATE

Customer Care and Outreach
ARIZONA DEPARTMENT OF REVENUE
 PO BOX 29032
 Phoenix, AZ 85038-9032
 (602) 255-3381
 1 (800) 352-4090

INSTRUCTIONS: Please check boxes to indicate the change you are requesting and complete the section. Asterisk (*) changes to Transaction Privilege Tax Licenses are subject to a fee of \$12 per location for the state fee and any applicable city fees (see page 3).
There are no fees for changes to Corporate Account, Use Tax or Withholding Registrations.

You can now make updates/edits to your Business Account at www.AZTaxes.gov. It is fast and secure.

BONDING REQUIREMENT: A taxpayer in the contracting business MUST maintain a bond for a minimum of 2 years. When requesting change(s) to the Physical Location, Legal Name and/or Business Name, "Doing Business As", within the first 2 years, a Bond Rider to match the change(s) requested MUST be obtained prior to the request and submitted with this Business Account Update Form.

SECTION A: Business Information

Legal Business Name			
License Number		Federal Employer Identification Number or Social Security Number, <i>required if sole proprietor with no employees</i>	
1. CHANGE(S) TO LICENSE		Loc Code: _____	
<input type="checkbox"/> *Reprint License		<input type="checkbox"/> *Reinstate Effective Date: <u> </u> / <u> </u> / <u> </u> <u> </u> / <u> </u> / <u> </u> / <u> </u>	
		<input type="checkbox"/> Cancel effective date: <u> </u> / <u> </u> / <u> </u> <u> </u> / <u> </u> / <u> </u> / <u> </u> <i>(Date required for Withholding Only)</i>	
2. LICENSE TYPE – Check all that apply:			
<input type="checkbox"/> Transaction Privilege Tax License (TPT)		<input type="checkbox"/> Use Tax Registration	
<input type="checkbox"/> Withholding/Unemployment Tax Registration (if hiring employees)		<input type="checkbox"/> TPT for Cities ONLY	
<input type="checkbox"/> 3. CHANGE SECURITY ADMINISTRATOR INFORMATION			
Social Security No.		Title	
Last Name		First Name	
Middle Intl.		Phone Number (with area code)	
Email			
<input type="checkbox"/> 4. OLD Business Name, "Doing Business As" or Trade Name at this Physical Location		NEW Business Name, "Doing Business As" or Trade Name at this Physical Location	
<input type="checkbox"/> 5. NEW Mailing Address – number and street			
City		State ZIP Code	
County/Region		Country	
Business Phone Number (with area code)		Email Address	
		Fax Number (with area code)	
<input type="checkbox"/> 6.*LOCATION Use this section to update, change, close or add a location to an existing license.			
Physical Location of Business or Commercial/Residential Rental Number and street (Do not use PO Box, PMB or route numbers)		City State ZIP Code	
First Day of Business <u> </u> / <u> </u> / <u> </u> <u> </u> / <u> </u> / <u> </u> / <u> </u>		County/Region Country Phone Number	
Residential Rental Only – Number of Units		Reporting City (if different than physical location city)	
Additional County/Region Indian Reservation/City: County/Region Indian Reservation and City Codes available at www.azdor.gov			
County / Region		City	
NAICS Codes: Available at www.azdor.gov		Business Codes (Include all State and City Business Codes that apply): Available at www.azdor.gov	
Description of Business: <i>Describe merchandise sold or taxable activity</i>			
LOCATION CLOSING			
Loc Code: _____			
Physical Location of Business		City State ZIP Code	
Last Day of Business <u> </u> / <u> </u> / <u> </u> <u> </u> / <u> </u> / <u> </u> / <u> </u>		County/Region Country	
Residential Rental Only – Number of Units		Reporting City (if different than physical location city)	
<input type="checkbox"/> 7. *BUSINESS CODE: Only use if you are adding/deleting/changing type of business activity. Available at www.azdor.gov			
Loc Code: _____		State Business Class Code: Add: _____ Delete: _____ Change: _____	
		City Business Class Code: Add: _____ Delete: _____ Change: _____	

Name (as shown on page 1)		License, EIN or SSN (as shown on page 1)	
<input type="checkbox"/> 8. NAICS CODE: <i>Only use if you are adding/deleting/changing NAICS Codes. Available at www.azdor.gov</i> NAICS Code: Add: _____ Delete: _____ Change: _____			
<input type="checkbox"/> 9. CHANGE FILING FREQUENCY: If your annual transaction privilege tax liability is: <ul style="list-style-type: none"> • Less than \$2,000, you may file and pay annually • Between \$2,000 and \$8,000, you may file and pay quarterly. • Otherwise, your transaction privilege taxes are due monthly. <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annual <input type="checkbox"/> Seasonal (Select no more than 8 months below)			
<input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC			
<input type="checkbox"/> 10. TAX RECORDS PHYSICAL LOCATION – number and street <small>(Do not use PO Box, PMB or route numbers)</small>		City	State ZIP Code
County		Country	
Name of Contact		Phone Number (with area code)	Extension

For Transaction Privilege Tax License and Withholding Registration: If the ownership changes require a new Employer Identification Number (EIN), a Joint Tax Application is required. DO NOT USE THIS FORM TO CHANGE THE EIN.

SECTION B: Identification of Owner Change, Partners, Corporate Officers, Members/Managing Members or Officials of this Employing Unit

If you need more space, attach Additional Owner, Partner, Corporate Officer(s) form available at www.azdor.gov. If the owner, partners, corporate officers or combination of partners or corporate officers, members and/or managing members own more than 50% of or control another business in Arizona, attach a list of the businesses, percentages owned and unemployment insurance account numbers or provide a Power of Attorney (Form 285) which must be filled out and signed by an authorized corporate officer.

Owner 1	Social Security No.	Title	Last Name	First Name	Middle Intl.
	Street Address		City	State	% Owned
	<input type="checkbox"/> New <input type="checkbox"/> Delete	ZIP Code	County	Phone Number (with area code)	Country
Owner 2	Social Security No.	Title	Last Name	First Name	Middle Intl.
	Street Address		City	State	% Owned
	<input type="checkbox"/> New <input type="checkbox"/> Delete	ZIP Code	County	Phone Number (with area code)	Country
Owner 3	Social Security No.	Title	Last Name	First Name	Middle Intl.
	Street Address		City	State	% Owned
	<input type="checkbox"/> New <input type="checkbox"/> Delete	ZIP Code	County	Phone Number (with area code)	Country

SECTION C: Required Signatures

This document must be signed by an officer legally responsible for the business. I am authorized to complete this update request. Under penalty of perjury I declare that the information provided on this document is true and correct.

1 Print or Type Name	2 Print or Type Name
Title	Title
Date	Date
Signature	Signature

This application must be completed, signed, and returned as provided by A.R.S. § 23-722.

Equal Opportunity Employer/Program

This application is available in alternative formats at Unemployment Insurance Tax Office.

PLEASE COMPLETE SECTION D: STATE/COUNTY & CITY LICENSE FEE WORKSHEET TO CALCULATE AND REMIT TOTAL AMOUNT DUE WITH THIS APPLICATION.

SECTION D: State/County & City License Fee Worksheet

ALL FEES ARE SUBJECT TO CHANGE. Check for updates at www.azdor.gov.
IMPORTANT LICENSE FEE INFORMATION: If you are licensing for a city that has an additional city license fee, the city license fee per location may be billed to you separately within 45 days.

To calculate **CITY FEE:** Multiply **No. of Locations** by the **License Fee** and enter sum in **License Subtotal**.

City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal
Apache Junction	AJ		\$50.00		Goodyear	GY		\$5.00		Sahuarita	SA		\$5.00	
Avondale	AV		\$0.00		Guadalupe	GU		\$2.00		San Luis	SU		\$2.00	
Benson	BS		\$5.00		Hayden	HY		\$5.00		Scottsdale	SC		\$50.00	
Bisbee	BB		\$1.00		Holbrook	HB		\$1.00		Sedona	SE		\$2.00	
Buckeye	BE		\$2.00		Huachuca City	HC		\$2.00		Show Low	SL		\$2.00	
Bullhead City	BH		\$2.00		Jerome	JO		\$2.00		Sierra Vista	SR		\$1.00	
Camp Verde	CE		\$2.00		Kearny	KN		\$2.00		Snowflake	SN		\$2.00	
Carefree	CA		\$10.00		Kingman	KM		\$2.00		Somerton	SO		\$2.00	
Casa Grande	CG		\$2.00		Lake Havasu	LH		\$5.00		South Tucson	ST		\$2.00	
Cave Creek	CK		\$20.00		Litchfield Park	LP		\$2.00		Springerville	SV		\$5.00	
Chandler	CH		\$50.00		Mammoth	MH		\$2.00		St. Johns	SJ		\$2.00	
Chino Valley	CV		\$2.00		Marana	MA		\$5.00		Star Valley	SY		\$2.00	
Clarkdale	CD		\$2.00		Maricopa	MP		\$2.00		Superior	SI		\$2.00	
Clifton	CF		\$2.00		Mesa	ME		\$20.00		Surprise	SP		\$10.00	
Colorado City	CC		\$2.00		Miami	MM		\$2.00		Taylor	TL		\$2.00	
Coolidge	CL		\$2.00		Nogales	NO		\$0.00		Tempe	TE		\$50.00	
Cottonwood	CW		\$2.00		Oro Valley	OR		\$12.00		Thatcher	TC		\$2.00	
Dewey/Humboldt	DH		\$2.00		Page	PG		\$2.00		Tolleson	TN		\$2.00	
Douglas	DL		\$5.00		Paradise Valley	PV		\$2.00		Tombstone	TS		\$1.00	
Duncan	DC		\$2.00		Parker	PK		\$2.00		Tucson	TU		\$20.00	
Eagar	EG		\$10.00		Patagonia	PA		\$0.00		Tusayan	TY		\$2.00	
El Mirage	EM		\$15.00		Payson	PS		\$2.00		Wellton	WT		\$2.00	
Eloy	EL		\$10.00		Peoria	PE		\$50.00		Wickenburg	WB		\$2.00	
Flagstaff	FS		\$46.00		Phoenix**	PX		\$50.00		Willcox	WC		\$1.00	
Florence	FL		\$2.00		Pima	PM		\$2.00		Williams	WL		\$2.00	
Fountain Hills	FH		\$2.00		Pinetop/Lakeside	PP		\$2.00		Winkelman	WM		\$2.00	
Fredonia	FD		\$10.00		Prescott	PR		\$5.00		Winslow	WS		\$10.00	
Gila Bend	GI		\$2.00		Prescott Valley	PL		\$2.00		Youngtown	YT		\$10.00	
Gilbert	GB		\$2.00		Quartzsite	QZ		\$2.00		Yuma	YM		\$2.00	
Glendale	GE		\$35.00		Queen Creek	QC		\$2.00						
Globe	GL		\$2.00		Safford	SF		\$2.00						

Subtotal City License Fees (column 1)	Subtotal City License Fees (column 2)	Subtotal City License Fees (column 3)
\$	\$	\$

AA TOTAL City License Fee(s) (column 1 + 2 + 3)..... \$

	No. of Loc's	Fee per Location	TOTAL
BB TOTAL State License Fee(s): Calculate by multiplying number of business locations by \$12.00		\$12.00	\$

Residential Rental License Fees - Only Chandler, Phoenix, and Scottsdale			
Multiply the number of units per locations by \$2.00 (\$50.00 Annual Cap per license).			
	No. of Units	No. of Loc's	City Fee
ONLY CHANDLER, PHOENIX, and SCOTTSDALE should use this section. DO NOT use the fee chart above to calculate license fees. The amount for each city CANNOT EXCEED \$50.00			\$
Residential Rental License-Chandler			\$
Residential Rental License-Phoenix			\$
Residential Rental License-Scottsdale			\$

CC TOTAL City Residential Rental License Fees (Add Chandler, Phoenix, & Scottsdale)..... \$

DD TOTAL DUE (Add lines AA + BB + CC)..... \$

- Make check payable to Arizona Department of Revenue.
- Do not send cash.
- Include FEIN or SSN on payment.
- License will not be issued without full payment of fee(s).

**If your only business is under Class 213, Commercial Lease, there is no license fee due.